

CHANGE REQUEST / AMENDMENT

PIJ ID ED19002 - AELAS School Finance Payment System
Department of Education

Original Budget:

Total Development Budget \$ 9,000,000.00
Total Operational Budget \$ 2,008,264.92
Total Project Budget \$ 11,008,264.92

Current End Date: 2/3/2020

Areas Affected:

End Date No
Development Costs No
Scope Yes

Revised End Date: 6/5/2023

Phase I Approved Budget:

Development Budget \$ 3,000,000.00

Change Description:

AMENDMENT 02: (12/16/20 ITAC)

The Arizona Department of Education (ADE) is presenting to ITAC a Change Request to continue Phase I of the School Finance Payment System Accelerated Plan (AP). The AP was presented to ITAC at its August 2020 meeting and consisted of a three phase, three-year plan. While there were no changes to total financials or timeline as compared to the original plan, the AP escalates the timeline of implementation of the district payments (APOR) portion of the School Finance Payment System. The primary intent of the prioritization in the AP is to migrate away from the legacy payment system as soon as possible and to reduce manual calculations.

Recommendation - ADOA-ASET Oversight recommends approval of the Arizona Department of Education (ADE) Change Request to ITAC. ADE requests that the Phase I scope be expanded to include system functions identified in the AP Estimate as Phase I part 2, subsystems APOR, and requirement and development Priority 8-10, which are the remaining system functions outlined in the Accelerated Plan.

ASET recommends maintaining the following conditions:

1. ASET, with ADE input, will detail the new project development milestones to set specific deliverable dates and will include deadlines for the entire project lifecycle and full system documentation. Should a milestone not be completed by the projected date, ADE shall submit a corrective action plan within 5 business days of the missed projected milestone completion date. The corrective action plan must provide a description of the missed milestone, cause(s) of the delay and the new projected completion date. If the new projected completion date is more than a 10% increase from the original milestone timeline or if ADE fails to meet the new projected milestone completion date, ASET may cause the project to be scheduled for ITAC review at the next available ITAC meeting for consideration of pausing, stopping, resetting, or continuing the project. Proof of the completion of a milestone will be by demonstration of the completed milestone by ADE with approval by ASET Oversight and ADE Executive Steering Committee.

AP Timeline - Phase I - Part 2 - Tracking by ASET Oversight				
SubSystem	Milestones	Start	Finish	Duration/days
APOR	Data Input	Tue 12/8/20	Mon 2/1/21	38
APOR	APOR Equalization Base Calculation	Tue 12/8/20	Mon 3/1/21	57
APOR	Adjustments	Tue 2/2/21	Mon 4/12/21	49
APOR	Workflow	Tue 1/19/21	Mon 4/12/21	58
APOR	APOR Monthly Payment Calculations	Tue 3/2/21	Mon 4/12/21	30
APOR	Reports	Tue 1/5/21	Mon 4/12/21	68
APOR	Hardening & Integration Testing 1	Tue 4/13/21	Mon 4/26/21	10
APOR	Cash Advance	Tue 3/2/21	Mon 5/24/21	60
APOR	Rollover	Tue 4/13/21	Mon 5/24/21	30
APOR	Configuration	Tue 2/2/21	Mon 5/24/21	79
APOR	Hardening & Integration Testing 2	Tue 5/25/21	Mon 6/7/21	9
APOR	User Acceptance Testing	Tue 2/16/21	Mon 6/21/21	88
APOR	Phase II analysis and preparation	Tue 3/30/21	Mon 5/24/21	40
APOR	LEA Communication and Training	Tue 3/30/21	Mon 6/21/21	59
APOR	Go-live preparation	Tue 6/22/21	Wed 6/30/21	7
APOR	Go Live	Thu 7/1/21	Thu 7/1/21	1

SubSystem	Milestones	Start	Finish	Duration/days
APOR Requirements				
APOR	Report Requirements	1/5/2021	2/15/2021	29
APOR	Adjustment Review/ Edit UI Requirements	2/2/2021	3/15/2021	29
APOR	Cash advance Requirements	3/2/2021	4/12/2021	30

2. ADE will provide ASET and ITAC a baseline projected expenditure plan broken out by month and a month to month financial burndown report for the remaining timeline of the newly scoped project. ADE shall provide actual project expenditures for the previous month by the 15th of each month. For any actual project expenditure variance greater than 10% of the projected expenditure for the month, ADE shall provide an explanation of the variance. Further, ADE shall submit a corrective action plan with the actual project expenditures that month which resets project expenditure projections for the remainder of the project timeline. Should ADE exceed the projected expenditures of the corrective action plan, ADE shall provide ASET with a plan detailing additional funds, outside the approved APF funds, to be provided by ADE in order to complete the project.

3. ADE shall provide ITAC with monthly informational updates regarding the status of milestones and expenditures in accordance with the ITAC conditions above.